



City of Eureka

SPECIAL EVENT INFORMATION

This information has been prepared to assist you in planning and meeting the necessary requirements for a safe and enjoyable event. This information sheet lists many of the concerns and issues that the City will need addressed. Not all items may apply to your event. Questions and concerns can be addressed to the City Manager's office at (707) 441-4144.

You will need to complete a Special Event Permit Application if –

- Your event will interfere with vehicular or pedestrian traffic (occurs on City streets or rights of way); or
- Your event takes place on public property (Halvorsen Park, Old Town Gazebo).

Processing Procedure:

Once you obtain a permit application, please submit the completed application to the City Manager's office at least 30 days prior to the event. The application will be routed through City departments for approval to ensure that the proposed event meets the requirements of each respective department. The review process may require additional time if questions and/or problems with the event arise.

Applicant Responsibilities:

- Attach route or event map – a map is required for all events.
- Signatures of affected residents and/or businesses – required for any street or sidewalk blockages or closure.
- Certificate of Insurance and Endorsement – the City requires liability insurance coverage of a minimum of \$1,000,000. The Certificate and Endorsement need not be submitted with the application but must be provided prior to the permit being issued and approved by the Risk Manager.
- All electrical or water requests must be noted on the application – events requiring electricity or water may need city personnel to provide and require special scheduling.
- Temporary Restrooms – events held in parks or other areas that do not have adequate restroom facilities will be required to provide temporary porta-potties.
- Garbage containers and removal – all events are responsible for adequate garbage containers and for removal.
- Clean-up – all barricades, signage, trash, and any other items associated with the event must be removed at the end of the event.

In addition to complying with the Special Event Permit requirements, applicants shall also comply with other applicable laws, ordinances and regulations.

City of Eureka
SPECIAL EVENT APPLICATION

THIS APPLICATION, ALONG WITH ANY OTHER REQUIRED INFORMATION MUST BE SUBMITTED TO THE CITY MANAGER'S OFFICE FOR REVIEW. ANY STIPULATIONS REQUIRED BY THE CITY MANAGER AND/OR CITY COUNCIL SHALL BE MET.

SPONSORING GROUP/INDIVIDUAL:

NAME _____

TELEPHONE _____

ADDRESS _____

PERSON IN CHARGE _____

REQUEST FOR: (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Street Closure | <input type="checkbox"/> Festival/Street Fair |
| <input type="checkbox"/> Concert, Public Assembly | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Other Special Event _____ | |

NAME OF EVENT: _____

LOCATION: _____

DATE(S) TO BE HELD: _____

EVENT TIMES: (including set-up times) _____

BRIEF EVENT DESCRIPTION *(Attach an additional sheet with a complete description of activities involved and a list of participating vendors. A MAP MUST BE PROVIDED INDICATING AREAS OF ACTIVITY, PARADE OR WALKING ROUTES, STREET CLOSURES, ETC.)*

1. Estimated number of people to attend event? _____
2. Any vehicles or motorized equipment used during or to set up event? Yes _____ No _____
3. Any Employees of the Sponsor working on the event? Yes _____ No _____
4. Will alcohol be served or sold? Yes _____ No _____ *(If yes, ABC License required)*
5. Will a tent or canopy be used? Yes _____ No _____
6. Will electricity be needed? Yes _____ No _____
7. Will a generator be used? Yes _____ No _____
8. Will sound amplification be used? Yes _____ No _____ *(Comply w/ 10:00 PM Noise Ordinance)*
9. Will food be sold? Yes _____ No _____ *(If yes, Humboldt Co. Health Dept. Permit required)*
10. Will overnight camping be part of your event? Yes _____ No _____ *(Council approval required)*

I HEREBY CERTIFY THAT I/WE WILL BE RESPONSIBLE FOR THE PRESERVATION, SANITATION, AND CLEANUP OF THE AREA USED FOR THE SPECIAL EVENT. ADDITIONALLY, I/WE CERTIFY THERE ARE NO MISREPRESENTATIONS IN THE FOREGOING STATEMENTS AND ANSWERS.

Applicant Signature

City of Eureka
HOLD HARMLESS AGREEMENT

THE PERMITTEE SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES, AND VOLUNTEERS FROM AND AGAINST ALL LIABILITY, LOSS, DAMAGE, EXPENSE, COST (INCLUDING WITHOUT LIMITATION, COSTS AND FEES OF LITIGATION) OF EVERY NATURE ARISING OUT OF OR IN CONNECTION WITH PERMITTEE'S PERFORMANCE OF THE PERMIT DESCRIBED HEREIN, OR ITS FAILURE TO COMPLY WITH ANY OF ITS OBLIGATIONS CONTAINED IN THE PERMIT, EXCEPT SUCH LOSS OR DAMAGE WHICH WAS CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

OTHER THAN THOSE CITY OF EUREKA EMPLOYEES WHO ARE SPECIFICALLY ASSIGNED TO ASSIST IN OR MONITOR THIS EVENT, IT IS UNDERSTOOD BY THE CITY AND THE PERMITTEE THAT ANY AND ALL EMPLOYEES AND VOLUNTEERS WORKING ON THE PERMITTEE'S EVENT ARE EMPLOYEES OR VOLUNTEERS OF THE PERMITTEE AND NOT THE CITY OF EUREKA. ANY AND ALL LIABILITY ASSOCIATED WITH ACTIVITIES OF PERMITTEE'S EMPLOYEES AND VOLUNTEERS, INCLUDING WORKERS COMPENSATION, IS THE SOLE RESPONSIBILITY OF THE PERMITTEE AND NOT THE CITY OF EUREKA.

Authorized Signature of President/Manager/Etc.

Signature

Date

Departmental Review

	Approved	Disapproved
Building/Public Works	_____	_____
Fire	_____	_____
Maintenance/Electrician	_____	_____
Main Street	_____	_____
Parks	_____	_____
Police	_____	_____
Risk Manager	_____	_____
Traffic Engineering	_____	_____

Action required and comments:

Return comments to City Manager's Office by: _____

Event Name: _____

Location: _____

Date and Times _____

